

1. Purpose DISB. <input type="checkbox"/> COLLECT <input type="checkbox"/>		2. Date	3. Reference Document No.			4. Bill Number		5. Voucher No.				
6. FROM:						7. PAID BY: CHECK NO.						
8. TO:												
9. ARTICLES, SERVICES OR ITEMS												
A. INVOICE OR ORDER NO.		B. DATE OF DE-LIVERY/SERVICES		C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)			D. QUAN-TITY	E. UNIT PRICE COST PER		F. AMOUNT		
G. DISCOUNT TERMS								H. TOTAL				
10. TYPE OF PAYMENT OR BILL: COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>												
11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)												
A. ACRN	B. APPROPRIA-TION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)		
12. DEDUCTIONS												
A. ACRN	B. TRANSPORTATION		C. DISCOUNT		D. TAX		E. RESERVE		F. MISCELLANEOUS		G. TOTAL FOR ACRN (U.S. CURRENCY ONLY)	
H. CURRENCY:				EXCHANGE RATE RATE				=\$1.00		I. TOTAL DEDUCTIONS		
13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)												
A. ACRN	B. APPROPRIA-TION	C. SUB-HEAD	D. OBJ. CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)		
L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-1)												
14. INSPECTION REPORT NOS:							15. GOV'T B/L NOS:					
16. APPROVED BY _____ TITLE _____ (DATE) _____							17. CERTIFIED BY _____ TITLE _____ (DATE) _____					
18. PAYMENT RECEIVED: PAYEE- PER- TITLE-												

CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS FORM

1. This form may be used as a disbursement voucher/billing document or collection document. Accordingly, Block 1 must always be completed, indicating which.
2. When amounts under Block 9F are stated in foreign currency, the name of the currency is to be entered in the space provided under Block 12H.
3. If the ability to certify and authority to approve are combined in one person, only one signature is necessary; otherwise the approving officer will sign in Block 16, over his/her official title.
4. When this document is used as a disbursement voucher and payment is to be made in cash, the voucher must be receipted, using the space provided in Block 18. When the voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he/she signs must appear. For example, "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.
5. When used as a disbursement voucher/billing document the obligation and/or reimbursable order document number to which the disbursement or billing document applies must be cited in Block 3 on the reverse side.